

**REGULAR MEETING
BOARD OF TRUSTEES DISTRICT NO. 531
SCC EDUCATION CENTER
May 2, 2022, 5:30 P.M.**

A regular meeting of Shawnee Community College District No. 531 Board of Trustees was held on May 2, 2022 in the Education Center and via Zoom. The meeting was called to order by Chairperson Steve Heisner.

I. Call to Order

II. Pledge of Allegiance

III. Roll Call

The roll call was as follows:

Present	Trustee		Present	Trustee
✓	Mr. James Darden		✓	Ms. April Moore
✓	Ms. Deborah Shelton-Yates		✓	Mr. John Windings
✓	Mr. Steve Heisner		✓	Ms. Andrea Witthoft
✓	Mr. Michael McMahan		✓	Ms. Riley Scarbrough (Advisory Vote)

Others Present:

Present	Others		Present	Others
✓	Dr. Tim Taylor, President		✓	Darci Cather, Vice President of Academic Affairs
✓	Dr. Lisa Price, Vice President of Student Affairs		✓	Chris Clark, Vice President of Administrative Services
	Dr. Greg Mason, Dean of Career & Technology		✓	Dr. Kristin Shelby, Dean of Transfer & Adult Education
	Amanda Hannan, Dean of Allied Health & Nursing		✓	Emily Forthman, Executive Director of Human Resources
✓	Dr. April Teske, Executive Director Institutional Effectiveness		✓	Kevin Hunsperger, Executive Director of Public Information & Marketing
✓	Dr. Jeffrey Dufour, Executive Director of Saints Foundation		✓	John Schneider, Attorney
✓	Dr. Ian Nicolaides, S.C.E.A., President			Dr. Ryan Thornsberry, Instructor of English
✓	Tina Dudley, Executive Assistant, President & Foundation			

IV. APPROVAL OF AGENDA & ADDENDUMS

MOTION NO. 1

A motion was made by Michael McMahan and seconded by John Windings **to approve the Agenda and Addendums as follows:**

On roll call vote, the members voted as follows: J. Darden, D. Shelton-Yates, S. Heisner, M. McMahan, A. Moore, J. Windings, A. Witthoft and R. Scarbrough all voted Yea. The Chairperson declared the motion carried.

V. DISPOSITION OF MINUTES - March 21, 2022 Special Board Meeting, Board Finance Committee

MOTION NO. 2

A motion was made by Deborah Shelton-Yates and seconded by Riley Scarbrough to approve the minutes of the March 21, 2022, Special Board Meeting/Board Finance Committee.

On roll call vote, the members voted as follows: R.Scarbrough, J.Darden, D. Shelton-Yates, S. Heisner, M. McMahan, A. Moore, J Windings, and A. Witthoft all voted Yea. The Chairperson declared the motion carried.

DISPOSITION OF MINUTES - April 4, 2022 Regular Board Meeting

MOTION NO. 3

A motion was made by James Darden and seconded by Deborah Shelton-Yates to approve the minutes of the April 4, 2022, Regular Board Meeting.

On roll call vote, the members voted as follows: A. Witthoft, R Scarbrough, J. Darden, D. Shelton-Yates, S. Heisner, M. McMahan, A. Moore and J. Windings all voted Yea. The Chairperson declared the motion carried.

VI. RECOGNITION OF GUESTS AND PUBLIC COMMENT

New Employee Introduction: Matthew Steinmetz (HVAC Technician) was introduced by Dr. Taylor.

VII. COMMUNICATIONS

Reports from Faculty, Senior Leadership, the Saints Foundation and ICCTA were presented within the Board Book previously sent. The President’s report was provided separately. Dr. Price and Darci added to their report via Zoom from their attendance at the AACC Conference. Darci added that the Dongola School Board approved their participation in the College Academy Initiative.

John Windings and Steve Heisner acknowledged the Day of Giving and the increase in donors from Western Kentucky, while Dr. Dufour thanked Dr. Taylor for his guidance.

VIII. APPROVAL OF CONSENT AGENDA

MOTION NO. 4

A motion was made by April Moore and seconded by Andrea Witthoft to approve the consent agenda as follows:

- A. Treasurer’s Report
- B. Approval of Bills

Education Fund	\$1,334,791.12
Building Fund	95,477.46
Restricted Bldg. Fund	2,800.00
Bond & Interest Fund	0.00
Auxiliary Enterprises Fund	191,273.47
Restricted Purposes Fund (Grants)	138,520.71
Restricted Purposes - FWS*	1,473.00
Restricted Purposes - PELL	730,481.26
Restricted Purposes - SEOG	0.00
Trust & Agency Fund	2,933.15
Audit Fund	0.00
Liability Protection Settlement Fund (TORT)	43,080.08
Grand Total	\$2,540,830.25

On roll call vote, the members voted as follows: J. Windings, J. Darden, R. Scarbrough, D. Shelton-Yates, S. Heisner, M. McMahan, A. Moore and A. Witthoft all voted Yea. The Chairperson declared the motion carried.

IX. CONSIDERATION FOR APPROVAL OF FUND TRANSFER

MOTION NO. 5

A motion was made by James Darden and seconded by Deborah Shelton-Yates **To approve the interfund transfer (\$20,000.00): To repay loan originally made on 5.31.21 from the Education Fund to Restricted Purposes Fund (3.31.22)**

On roll call vote, the member voted as follows: J. Windings, A. Witthoft, R. Scarbrough, J. Darden, D. Shelton-Yates, S. Heisner, A. Moore and M. McMahan all voted Yea. The Chairperson declared the motion carried.

X. MONITORING REPORTS
None

XI. A. BOARD FINANCE COMMITTEE MEETING UPDATE

John Windings, Chairperson of the Board Finance Committee gave an update on the three Financial Advisors who were evaluated by the committee. There will be initial upfront costs, however the College will benefit. The committee agreed that this was a good learning experience and acknowledged the work of Chris Clark, VPAS.

MOTION NO. 6

XI. B. CONSIDERATION FOR APPROVAL OF A FINANCIAL ADVISOR

A motion was made by Andrea Witthoft and seconded by Riley Scarbrough to recommend the Board approve the selection of PMA Securities, LLC, Naperville, IL

On roll call vote, the members voted as follows: M. McMahan, J.Windings, A. Witthoft, R. Scarbrough, J.Darden, D. Shelton-Yates, S. Heisner and A. Moore all voted Yea. The Chairperson declared the motion carried.

MOTION NO. 7

XI. C. CONSIDERATION FOR APPROVAL OF THE FY22 AUDIT ENGAGEMENT LETTER

This item was tabled until reviewed with the Saints Foundation.

XI. D. COMMENCEMENT UPDATE

No Motion Necessary, Update Only

MOTION NO. _____ 8

XI. E. CAPITAL BUDGET REVIEW (FIRST READ)

A motion was made by James Darden and seconded by April Moore to recommend the Board approve the capital projects listed on the FY23 Capital Projects List to be considered for potential funding in the College's FY23 final budget.

On roll call vote, the members voted as follows: M. McMahan, A. Moore, J. Windings, A. Witthoft, R. Scarbrough, J. Darden, and D. Shelton-Yates all voted Yea. S. Heisner had stepped out. The Vice Chairperson declared the motion carried.

MOTION NO. _____ 9

XI. F. CONSIDERATION FOR APPROVAL TO PAY OFF THE PPP LOAN

A motion was made by Michael McMahan and seconded by Deborah Shelton-Yates to recommend the Board authorize the CFO to pay off the PPP loan in the amount of \$1,579,051.75 on May 3, 2022.

On roll call vote, the members voted as follows: M. McMahan, A. Moore, J. Windings, A. Witthoft, R. Scarbrough, J. Darden, and D. Shelton-Yates all voted Yea. S. Heisner had stepped out. The Vice Chairperson declared the motion carried.

MOTION NO. _____ 10

XI. G. CONSIDERATION FOR APPROVAL OF ST. MORITZ CONTRACT FOR SECURITY SERVICES

A motion was made by Deborah Shelton-Yates and seconded by John Windings to recommend the Board approve the contract with St. Moritz Security Services, Inc. to provide security services from July 1, 2022 through June 30, 2023.

On roll call vote, the members voted as follows: D. Shelton-Yates, S. Heisner, M. McMahan, A. Moore, J. Windings, A. Witthoft, R. Scarbrough and J. Darden all voted Yea. The Chairperson declared the motion carried.

XII. BOARD POLICY REVIEW/APPROVAL

None

MOTION NO. 11

XIII. EXECUTIVE SESSION

A motion was made by Andrea Witthoft and seconded by Deborah Shelton-Yates to adjourn and go into Executive Session at 6:36 p.m. for the purpose of discussing:

- A. Consideration of Extension, Alteration, Performance, or Compensation of Employees' Employment pursuant to [5 ILCS 120/2 \(c\)\(1\)](#)
- B. Consideration of Approval for Non-Renewal, Resignation, or Termination of any staff or employee of the College pursuant to [5 ILCS 120/2 \(c\)\(1\)](#)
- C. Consideration of Approval Consideration of Items That May Lead or Have Led to Litigation pursuant to [5 ILCS 120/2 \(c\)\(11\)](#)

On roll call vote, the members voted as follows: J. Darden, D. Shelton-Yates, S. Heisner, M. McMahan, A. Moore, J. Windings, A. Witthoft and R. Scarbrough all voted Yea. The Chairperson declared the motion carried.

MOTION NO. 12

A motion was made by Riley Scarbrough and seconded by Deborah Shelton-Yates to recommend the Board adjourn out of Executive Session at 8:21 p.m.

On roll call vote, the members voted as follows: R.Scarbrough, J.Darden, D. Shelton-Yates, S. Heisner, M. McMahan, A. Moore, J Windings, and A. Witthoft all voted Yea. The Chairperson declared the motion carried.

MOTION NO. 13

A motion was made by Andrea Witthoft and seconded by Riley Scarbrough to approve the minutes of the Executive Session held on May 2, 2022.

On roll call vote, the members voted as follows: A. Witthoft, R Scarbrough, J. Darden, D. Shelton-Yates, S. Heisner, M. McMahan, A. Moore and J. Windings all voted Yea. The Chairperson declared the motion carried.

MOTION NO. 14

XIV. A.i. COLLECTIVE BARGAINING UPDATE

A motion was made by Michael McMahan and seconded by Deborah Shelton-Yates to recommend the addition of John Schneider and Darci Cather to the Collective Bargaining Team.

On roll call vote, the members voted as follows: S. Heisner, M. McMahan, A. Moore, J. Windings, A. Witthoft, R. Scarbrough, J. Darden and D. Shelton-Yates all voted Yea. The Chairperson declared the motion carried.

MOTION NO. 15

XIV. A.ii. CONSIDERATION FOR APPROVAL TO HIRE AN EXECUTIVE ASSISTANT TO ADMINISTRATIVE SERVICES

A motion was made by James Darden and seconded by April Moore to recommend the Board approve the hire of **Vicky Cornelissen** for the full-time position of Executive Assistant to the VP of Administrative Services and HR effective May 3, 2022.

On roll call vote, the members voted as follows: J. Windings, J. Darden, R. Scarbrough, D. Shelton-Yates, S. Heisner, M. McMahan, A. Moore and A. Witthoft all voted Yea. The Chairperson declared the motion carried.

MOTION NO. 16

XIV. A. iii. CONSIDERATION OF APPROVAL TO HIRE A DIRECTOR OF BUSINESS & WORKFORCE DEVELOPMENT

A motion was made by John Windings and seconded by Deborah Shelton-Yates to recommend the Board approve the hire of Lydia Dover for the position of Director of Business & Workforce Development effective May 3, 2022.

On roll call vote, the members voted as follows: M. McMahan, A. Moore, J. Windings, A. Witthoft, R. Scarbrough, J. Darden, D. Shelton-Yates and S. Heisner all voted Yea. The Chairperson declared the motion carried.

MOTION NO. 17

XIV. A. iv. CONSIDERATION FOR APPROVAL TO RATIFY THE PART-TIME EMPLOYEES

A motion was made by Riley Scarbrough and seconded by John Windings to recommend the Board approve the part-time hires as listed

On roll call vote, the members voted as follows: S. Heisner, M. McMahan, A. Moore, J. Windings, A. Witthoft, R. Scarbrough, J. Darden and D. Shelton-Yates all voted Yea. The Chairperson declared the motion carried.

MOTION NO. 18

XIV. A. v. CONSIDERATION FOR APPROVAL OF THE PRESIDENT'S CONTRACT

Tabled until the June Board of Trustees Meeting.

MOTION NO. 19

XIV. B. i. CONSIDERATION FOR APPROVAL OF OF FULL TIME FACULTY RETIREMENT

A motion was made by James Darden and seconded by Riley Scarbrough to recommend the Board approve the retirement of Craig Bradley effective May 11, 2024.

On roll call vote, the members voted as follows: D. Shelton-Yates, S. Heisner, M. McMahan, A. Moore, J. Windings, A. Witthoft, R. Scarbrough and J. Darden all voted Yea. The Chairperson declared the motion carried.

MOTION NO. 20

XIV. B. ii. CONSIDERATION FOR APPROVAL OF FULL TIME EMPLOYEE RETIREMENT

A motion was made by Michael McMahan and seconded by John Windings to recommend the Board approve the retirement of Monica Brahler effective June 30, 2022.

On roll call vote, the members voted as follows: J. Darden, D. Shelton-Yates, S. Heisner, M. McMahan, A. Moore, J. Windings, A. Witthoft and R. Scarbrough all voted Yea. The Chairperson declared the motion carried.

MOTION NO. 21

XIV. B. iii. CONSIDERATION FOR APPROVAL OF FULL TIME FACULTY RESIGNATION

A motion was made by April Moore and seconded by Riley Scarbrough to recommend the Board approve the resignation of Betsy (Elizabeth) Shallenberger effective May 14, 2022.

On roll call vote, the members voted as follows: R. Scarbrough, J. Darden, D. Shelton-Yates, S. Heisner, M. McMahan, A. Moore, J. Windings, and A. Witthoft all voted Yea. The Chairperson declared the motion carried.

MOTION NO. 22

XIV. B. iv. CONSIDERATION FOR APPROVAL OF FULL TIME EMPLOYEE RESIGNATION

A motion was made by Andrea Witthoft and seconded by Deborah Shelton-Yates to recommend the Board approve the resignation of Caleb Ingram effective May 20, 2022.

On roll call vote, the members voted as follows: M. McMahan, A. Moore, J. Windings, A. Witthoft, R. Scarbrough, J. Darden, D. Shelton-Yates and S. Heisner all voted Yea. The Chairperson declared the motion carried.

XV. TRUSTEE COMMENTS

James Darden acknowledged the numerous Facebook postings and finds the information beneficial.

MOTION NO. 23

XVI. ADJOURNMENT

A motion was made by Michael McMahan and seconded by Deborah Shelton-Yates to adjourn at 8:35 p.m.

On roll call vote, the members voted as follows: S. Heisner, M. McMahan, A. Moore, J. Windings, A. Witthoft, R. Scarbrough, J. Darden and D. Shelton-Yates all voted Yea. The Chairperson declared the motion carried.